



POSITION DESCRIPTION

Alumni Engagement Officer

Department / Team	Marketing and Community Engagement
Classification Level	Level 5 (NSW Catholic Independent Schools MEA – Support Staff Model B)
Reports to	Head of Marketing and Communications
Functional relationship	Receives day-to-day direction and guidance from Head of Marketing and Community Engagement.

1. Mission Statement

To inspire all students to aspire to greatness.

2. College Charism and Ethos

Oakhill College's charism and ethos is derived from the five core Lasallian principles to view all things with the eyes of faith, to be inclusive, respectful, pursue excellence, and to advocate for justice and service of the poor.

3. Role Purpose

The Alumni and Community Engagement Officer fosters meaningful and ongoing connections between Oakhill College and its alumni community. Through the delivery of engagement programs, events, communications and relationship management initiatives, the role supports alumni involvement, strengthens community connections, and promotes the College's history, values and mission.

4. Role Accountability

The Alumni and Community Engagement Officer is accountable for:

- Delivering alumni engagement programs, communications and events that support the College's strategic objectives.
- Building and maintaining positive relationships with alumni, volunteers and community stakeholders.
- Maintaining accurate alumni data, records and engagement systems in accordance with College and privacy requirements.
- Preserving and promoting the College's archival collections and heritage resources.
- Monitoring and reporting on alumni engagement activities and outcomes.

5. Delegations

- Financial delegation: Nil
- People-management authority: Nil.
- Operational decision scope: Exercising sound judgement in managing day-to-day operations and referring strategic, financial or high-risk matters to the Head of Community

6. Role Responsibilities

Alumni Engagement and Community Relations

- Build and strengthen relationships with alumni through a variety of communication channels, including email, social media, digital platforms, publications and events.

- Maintain and enhance alumni communication platforms, including the Alumni Portal, alumni database and LinkedIn community.
- Support the promotion and growth of alumni initiatives, including mentoring programs, networking opportunities and alumni support services.
- Develop and coordinate an annual calendar of alumni events and activities, including reunions, milestone anniversaries and community engagement opportunities.
- Collaborate with College staff and community stakeholders to identify and engage alumni as mentors, guest speakers, volunteers and advocates for the College.
- Assist in the development and distribution of alumni welcome and transition materials for graduating students.
- Develop and maintain an alumni engagement program that promotes ongoing engagement and connection with alumni.

Communications and Publications

- Develop and coordinate engaging alumni communications across traditional, digital and social media channels.
- Create and curate content that showcases alumni achievements, College history and community engagement initiatives.
- Coordinate alumni content for College publications, including alumni profiles, class notes, obituaries, feature stories and committee updates.
- Work collaboratively with Community Engagement Team to ensure consistent branding and messaging across all alumni communications.

Events and Volunteer Management

- Plan, coordinate and deliver alumni events that strengthen connections between alumni and the College.
- Support the implementation, configuration and ongoing administration of the College's alumni and constituent relationship management system, ensuring effective adoption and utilisation across alumni engagement activities.
- Support the promotion and execution of reunions, commemorative events, networking opportunities and community celebrations.
- Recognise alumni volunteers who contribute to alumni,
- Coordinate data migration, cleansing and validation processes to ensure the accuracy, integrity and security of alumni records during system implementation and ongoing operation.
- Assist with community engagement activities and provide support for other College events as required.

Alumni Data and Relationship Management

- Maintain accurate and up-to-date alumni records within the College database and alumni management systems.
- Monitor alumni engagement activities and update records to ensure data integrity and compliance with privacy requirements.
- Analyse alumni participation and engagement trends to identify opportunities for improved outreach and relationship-building.
- Prepare reports and insights on alumni engagement outcomes, event participation and program effectiveness.
- Maintain alumni merchandise inventory, conduct stocktakes and coordinate approved purchases.

Archives and Heritage Management

- Support the preservation, documentation and promotion of the College's history through effective archives management practices.
- Prepare for the cataloguing, organisation and storage of archival records, photographs, audio-visual materials and other historical collections.
- Maintain accurate archival records and databases, ensuring that collection information, location data and metadata are current and accessible.
- Collaborate with alumni, community members and College departments to collect, preserve and share historical records and stories.
- Contribute archival content and historical information for publications, exhibitions, social media, events and community engagement activities.
- Prepare finding aids, displays, interpretive materials and digital resources that promote access to the College's heritage.

- Respond to archival enquiries and undertake research to support College projects, publications and community requests.
- Maintain records in accordance with relevant records retention, disposal and archival management standards.

Collaboration and Professional Practice

- Partner with academic staff, careers teams and other departments to support alumni involvement in educational programs and student experiences.
- Actively participate in professional development, networking opportunities and professional associations to maintain contemporary knowledge and best practice in alumni relations and archives management.
- Contribute to continuous improvement initiatives, policies and procedures relating to alumni engagement, records management and archival practices.
- General Responsibilities
- Provide efficient administrative and operational support to the Alumni and Community Engagement function.
- Manage competing priorities and undertake duties outside normal business hours as required for events and community activities.
- Perform other duties and projects as directed by the Head of Community Engagement.
- This Position Description outlines the key responsibilities and expectations of the role and may be amended from time to time to meet operational requirements. The College reserves the right to vary duties to respond to organisational needs and to ensure staff work collaboratively and provide support to team members during periods of high demand or absence.

7. Essential Criteria

- **Essential Criteria**
- Demonstrated experience in alumni relations, community engagement, stakeholder management, fundraising, events, marketing, or a related field.
- Excellent interpersonal and communication skills, with the ability to build and maintain positive relationships with a diverse range of stakeholders.
- Proven ability to develop, coordinate and deliver engagement programs, events and initiatives.
- Strong written communication skills, including experience preparing promotional content, newsletters, social media content and correspondence.
- Highly developed organisational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Experience using databases and customer relationship management (CRM) systems to maintain accurate records and support engagement activities.
- Ability to work collaboratively with staff, alumni, parents, students, community members and external organisations.
- Demonstrated initiative, creativity and problem-solving skills.
- Proficiency in Microsoft Office applications and digital communication platforms.
- Commitment to the values and mission of the College and to fostering a strong, connected alumni and school community.

8. Desirable Criteria

- Experience in an educational setting, not-for-profit organisation, or membership-based organisation.
- Experience coordinating fundraising, sponsorship or volunteer programs.
- Knowledge of social media management, digital marketing and content creation.
- Current Working With Children Check or ability to obtain one prior to commencement.

9. Additional Requirements

All members of staff at Oakhill College are expected to:

- Adhere to the College Safeguarding Standards and Child Protection Policy.
- Hold a valid NSW Working with Children Check or be willing to apply.
- Undertake a Criminal Record Check.
- Model behaviour appropriate to a Catholic school and support the Catholic and Lasallian ethos of the College.

- Support the Senior Leadership Team to achieve the College's Mission, Vision, and Goals.
- Work collaboratively and contribute positively to team-building processes.
- Build positive professional relationships within the College community.
- Provide prompt, professional service and be helpful to visitors and community members.
- Attend staff meetings as required.
- Abide by all College policies and procedures, including privacy, confidentiality, and non-smoking requirements.
- Assist in developing effective communication links within the College community.
- Step into other administration roles when required and undertake duties outside the PD within capability.
- Undertake professional development and training when required.

10. Terms

- Part-time position, 0.6 FTE
- Work requirement (eg Required to work 202 days per academic year (call-back days vary).
- Ordinary hours of work are: 8am to 4.06pm times (if required)
- Classified under NSW Catholic Independent Schools (Support Staff – Model B) MEA Agreement as School Support Staff Level 5).